

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF GENERAL SERVICES
PROPERTY MANAGEMENT OFFICE**

PROPERTY CONTROL HANDBOOK

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This handbook is a publication of the Property Management Office. It is intended for Departmental Property Officers, Property Custodians, and others responsible for property within the departments of the state's Executive Branch. This guide does not supercede or replace any statutory or regulatory guidelines or authorities established by the State of Alaska, or policies and procedures as implemented by the Director of Division of General Services, or the Commissioner of Department of Administration.

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PREFACE

This *State Property Control Handbook* is a guide for Department Property Officers and Property Custodians within executive branch departments and agencies of state government. It describes your responsibilities and your authority in the management of state property. It includes detailed information about particular property management procedures and issues. A separate and larger guide, the *State Property Control Manual* is more in-depth and has examples of completed forms.

This is intended as a quick reference for Property Officers and Property Custodians in need of summary information.

This *State Property Control Handbook* sets forth minimum requirements established by the Department of Administration. Individual departments and agencies have authority to establish additional internal controls and those departmental policies and procedures must also be consulted.

The Department of Administration, Enterprise Technology Services group is responsible for communications equipment. Official use vehicles and heavy equipment are the responsibility of the Department of Transportation and Public Facilities, State Equipment Fleet. The Department of Fish and Game is responsible for hides, pelts and animal parts which become State property. We encourage you to contact these agencies for more detailed information. Further, the Department of Public Safety is responsible for the storing and disposition of evidence and the Department of Education and Early Development is responsible for the storage and handling of artifacts. All other state property is the responsibility of Department Property Officers and Property Custodians.

INTRODUCTION

Maintaining accountability for state-owned and controlled property is by far the most important responsibility of the Property Management Office. With the help of Department Property Officers and Property Custodians, the Property Management Office exercises this responsibility in a variety of ways, including:

PROPERTY CONTROL MANAGEMENT: helping state agencies with accurate, effective property control management when property is acquired or excessed;

ANNUAL INVENTORY: establishing procedures for an annual inventory;

PROPERTY TRANSFERS: overseeing inter-agency property transfers;

EXCESS STATE PROPERTY DISPOSAL: selling state property which is excess to the needs of any state department;

PROPERTY CONTROL SYSTEM: coordination and oversight of the computerized property lists.

Although the excess state property disposal function is the one which most often causes Property Officers and Property Custodians to turn to the Property Management Office for help, effective property control on an on-going basis, is the best way for agencies to fulfill their duty to account for the public property they use or control and which they have an obligation to protect.

The Property Management Office's goal is to assure that state agencies get the maximum benefit from the property the state owns and controls. Accordingly, priority is given to property management decisions that provide for the re-use of state property and, where cost-effective, the salvage of usable items or parts.

SECTION 1: PROPERTY CONTROL MANAGEMENT

1-1. Overview

The Department of Administration has statutory authority for directing all property transactions statewide and for maintaining accurate records of all state property.

Management of vehicles in the State Equipment Fleet is delegated to the Department of Transportation and Public Facilities. Telecommunications-related property is managed by Enterprise Technology Services within the Department of Administration. All other non-consumable property, referred to as "controlled property", is managed by the Department of Administration, Division of General Services, Property Management Office.

This handbook, along with the *State Property Control Manual* and specific property accounting forms, are the major tools used by the Property Management Office to implement its management responsibility with respect to controlled property. Working through Department Property Officers and Property Custodians, the Property Management Office staff maintains property records on the state mainframe computer, conducts an annual physical inventory, controls inter-agency property transfers, directs the disposal of excess state property, and operates Alaska's Federal Surplus Property Program.

1-2. Department Property Officers

Department Property Officers implement each department's property control program and are charged by state regulation with full knowledge of all property transactions within their department. Specific responsibilities include:

- developing policies and procedures;
- controlling and monitoring computerized property accounting files;
- providing data in the Property Control System for property transactions;
- providing data and technical assistance to their designated property custodians and other employees of the department;
- auditing receiving reports, property transfers, surplus property and supplies, property disposal and physical inventories;
- conducting field inventory audits.

1-3. Property Custodians

Designated Property Custodians help Department Property Officers to fulfill their property management responsibilities on a day-to-day basis. The duties of a Property Custodian vary depending upon their department, but in general they include:

- initiating transactions when controlled property is purchased, loaned, borrowed, traded, or transferred;
- originating excess (surplus) property transactions;
- completing an annual inventory of all controlled property in their designated area.

The Property Management Office can assist Property Custodians to understand the specific requirements of a particular procedure, but since departments may have additional requirements above the minimums set by the Property Management Office, Property Custodians should work through their Department Property Officers.

Departments with surplus property for sale will be asked to designate a Property Custodian to assist with pre-sale activities, preparation of items for sale, assisting and answering questions from prospective bidders, and sale wrap-up.

1-4. Definition of Controlled Property

The rest of this handbook deals with property management as it applies to controlled property. Controlled property includes non-consumable property and equipment valued at more than \$5,000.00, FOB final destination, regardless of the funding source or means of acquisition.

Note: Shipping costs are calculated only for the first destination in Alaska.

Some items, regardless of value, must be controlled. These items are listed on the sensitive item class codes list (available on the State of Alaska, Division of General Services, Property website) and maintained in the Property Control System.

Controlled property also includes items which are loaned, leased, or rented items in the care and custody of the state, even though owned by another entity. Such items must be treated as controlled property if the value is more than \$5,000.00 or the item is on the sensitive item class

codes list.

Items that, when installed, become an integral part of another unit of property or a building are not considered controlled property (e.g. the hard drive in a personal computer or the heating system for a building).

Note: All state property, regardless of value, shall be identified on the appropriate property transaction form (this includes trade-in and donation requests) for approval by the Property Management Office when falling under one of the following categories:

- excess
- transfer (inter-departmental and intra-departmental)
- salvage, destroy
- lost, stolen, damage

This provides accountability of state property that is excessed, transferred, destroyed, or lost/stolen/damaged.

1-5. Property Identification (Tags or Decals)

Most controlled property is assigned a property control number, designated by a Property Tag or Decal. If a property control number is assigned, it must be affixed to the item by decal or other approved method.

It is important that the decal be placed where it can be easily seen and that decal placement be uniform for ease in locating and reading the number, regardless of the property's location or placement (if a decal is hidden, it is recommended that "dymo" tape or other suitable material be used to show the property control number in a visible location).

The assignment of property control numbers is the responsibility of the Department Property Officer and questions about whether a number is issued and whether a decal should be used to mark the property should be directed to the Department Property Officer.

If a property control number is issued, but the item is marked by any means other than decal, the decal must be destroyed. Decals for leased or rented items should be affixed with scotch tape so the tag can be moved if the item is exchanged or the lease expires (some leased or rented items will be controlled by serial number and no property control number assigned).

When necessary, a Department Property Officer may direct that a property control number be relocated or replaced. If a number of outdated decals have accumulated, they may be removed if removal will not deface the item. A new decal may be placed over an outdated decal. Make note of the outdated decal before you cover it. If removal of an obsolete decal would deface the item, mark the old decal to make it obvious it is no longer valid.

All weapons and some electronic and computer components are controlled by manufacturer's serial number and require no property control number. All vehicles and heavy equipment are controlled by the "V" number assigned by State Equipment Fleet. When license plates are applicable, the number following the prefix is the "V" number except for certain law enforcement vehicles.

1-6. Property Control Number Decals

Property decals must be ordered from Division of General Services, Property Management Office. To place an order for property decals, complete a Forms Stock Release form (02-591) and forward the form to the Property Management Office in Anchorage. Pricing for property decals can be obtained from the "Property Forms Catalog" which is available on the Division of General Services, Property website at the following link:

<http://doa.alaska.gov/dgs/property/>

Departments must maintain a property decal record including:

- property control number decal in numerical sequence;
- division to which property decals are issued;
- date of issue to division;
- location of property to which property decals will be affixed.

SECTION 2: PROPERTY ACQUISITION

2-1. New Property

Property management and inventory control procedures should begin when a new item is purchased. The person who maintains the inventory records needs the number of the purchasing document as well as other information. The Property Control Data Collection Form (02-623) is used by some departments to assure that all necessary information is available. The Department Property Officer is ultimately responsible for property management and inventory accuracy.

2-2. Used Property

Departments may notify the Property Management Office of their need for surplus items. If the items are not available immediately, then their request will be entered on the "Department Want List" and they will be notified on a first-come, first-served basis when requested items become available. Requests for buildings and mobile units should be submitted in writing to Department of Administration, Leasing and Facilities Management.

2-3. Trade-ins

Departments may replace or upgrade equipment through a trade-in of a like item. Trade-ins are required to be approved in writing, in advance by the Property Management Office. A trade-in will be approved only when the Property Management Office has determined that it is in the best interests of the state.

Other agencies' needs will take priority over a trade-in request.

If the item is actually excess to the agency, the Property Management Office may recommend a direct transfer to another agency or that the item be turned in for reissue to another agency.

State agencies must follow the appropriate procurement process established in AS 36.30, 2 AAC 12, and AAM 81 & 82.

A proposed trade-in is initiated by memorandum from the Property Custodian, approved by the Department Property Officer. The memo must include:

- equipment description including property control numbers and/or serial numbers;
- equipment condition and current estimated value;
- statement of need and significant program impacts (if any) should the trade-in be denied;
- description of new equipment desired, including proposed method of purchase, estimated purchase price, estimated trade-in allowance, and name and contact information of vendor accepting trade-in.

The Property Manager will update the Property Control System reflecting the trade-in for the property items identified on the trade-in request memorandum.

2-4. Leased or Rented Property

Controlled property includes lease purchase or installment purchase equipment or long term rental equipment and supplies on loan for contractor or grantee use.

Information concerning the criteria for designation as controlled property and property identification are applicable to loaned, leased or rented property.

SECTION 3: INVENTORY REDUCTION

3-1. Lost-Stolen-Damaged-Destroyed

An item which is lost, stolen, damaged or destroyed must be reported by the Department Property Officer on Form 02-627, "Lost-Stolen-Damaged Property Review." In addition, the Division of Risk Management, Department of Administration, must receive written notice of the loss as soon as it is known; a completed copy of the Form 02-627 should be provided to the Division as well.

Departments have the authority to establish the degree of responsibility and liability, as well as appropriate punitive measures for negligence or misuse of state property by an employee. Employees should be advised of any liability they might incur due to their custody of state property and the procedures to follow when an item is being reported as lost, stolen, damaged or destroyed.

Suspected theft of equipment or supplies should be reported immediately to the appropriate law enforcement agency. Any law enforcement report should be included with the Form 02-627.

Note: The "Lost-Stolen-Damaged Property Review", Form 02-627 should be loaded in the Property Control System before submitting the form, so that the property transfer document detail is available to the Property Management Office to review and approve.

3-2. Property Salvage/Destruction

State property which cannot be repaired economically or is not marketable should be destroyed or salvaged for parts. Property Management Office approval is required before salvage or destruction and is requested on Form 02-610, "Property Salvage/Destruction Request."

The destruction of junk items is both appropriate and necessary for effective property management and control. The Property Management Office is not intended to serve as a dumping ground for junk items and is not able to do so. Although approval is required before property can be destroyed, the approval process is intended only to document that the destruction is authorized and appropriate.

The Department Property Officer may establish internal procedures for determining that salvage or destruction is appropriate. Once those conditions have been satisfied, Form 02-610 should be submitted to the Property Management Office.

Note: The "Property Salvage/Destruction Request", Form 02-610 should be loaded in the Property Control System before submitting the form, so that the property transfer document detail is available to the Property Management Office to review and approve.

3-3. Loaned Property

Property may be loaned to another department for a period less than six months without approval of the Property Management Office. Property control of items which are loaned remains with the "loaning" department. (Loans may be subject to internal approval by the appropriate Department Property Officer.)

Form 02-657, "Property Receipt" allows the Property Custodian of the "loaning" department to maintain a record of such items and is the only record acceptable to an auditor in documenting the location of items not physically present at the time of an audit. The Property Receipt may be destroyed once all items on it have been returned.

Property Custodians may also find this form useful in keeping track of non-controlled items loaned as well as items "issued" for field use. If an item will be on loan for six months or more, a permanent transfer must be considered.

3-4. Barters

Departments may replace equipment through a barter for equipment or services of equal value with another government entity or a non-profit organization. Such transactions are reviewed on a case by case basis and are required to be approved in advance by the Property Management Office.

Barters are not considered a typical property transaction, but they are a tool that can be used under certain circumstances if the Property Management Office determines that the proposed barter is in the best interests of the state.

Other agencies' needs will take priority over a barter request and the Property Management Office may recommend a direct transfer to another department or that the item be excessed for reissue to another department. Approval or denial of a barter request would occur only after taking into consideration such things as cost of shipping and the practicality of moving the equipment to another site.

A proposed barter is initiated by memorandum from the Property Custodian, approved by the Department Property Officer. The memorandum must include the following information:

- equipment description including property control numbers and/or serial numbers;
- equipment condition and current estimated value;
- statement of need and significant program impacts (if any) should the barter be denied;
- brief description and estimated value of the equipment or services the state will gain through the barter and name and contact information of organization participating in the barter.

An "Inter-Departmental Property Transfer Authorization and Report," Form 02-622, transferring the property for barter to the organization accepting the barter items, must accompany the memo. The Property Manager will update the Property Control System reflecting the barter for the property items identified on the "Inter-Departmental Property Transfer Authorization and Report," Form 02-622.

SECTION 4: PROPERTY TRANSFERS

4-1. Intra-departmental Transfers

A Department Property Officer is authorized to transfer property within the Officer's own department and may establish internal procedures for documenting such transfers and updating the computerized PCS. Some departments use the "Inter-Departmental Property Transfer Authorization and Report," Form 02-622, in lieu of creating their own form.

4-2. Inter-departmental Transfers

Property may be transferred to another department only after approval of the Property Management Office. The property may not actually be moved until the transfer has been approved by the Property Management Office. The "Department Want List" maintained by the Property Management Office can be helpful to departments with excess property as well as those which need particular items.

Note: The "Inter-Departmental Property Transfer Authorization and Report", Form 02-622 should be loaded in the Property Control System before submitting the form, so that the property transfer document detail is available to the Property Management Office to review and approve.

SECTION 5: EXCESS STATE PROPERTY DISPOSAL

5-1. Excess Property (Surplus) Re-utilization

Property in useful or serviceable condition, but excess to actual need, must be reported on Form 02-622, "Inter-Departmental Property Transfer Authorization and Report." **Once an item is reported as excess, it cannot be further used, cannibalized or moved from its reported location without prior written approval from the Property Management Office.**

Prior to surplus of electronic media, all data must be removed/deleted from systems.

- computers, hard-drives, tablets, etc.: All programs without accompanying licenses must be deleted prior to surplus. All official/personnel files and data files must be removed;
- fax machines and copiers: All headers and history files must be deleted. Remove and retain paper if it is letterhead;
- phones (cell, satellite, and system) and answering machines: Cancel cell/satellite service and remove numbers from speed dial, caller I.D., etc. Delete greetings and messages from answering machines;
- reconfigure or erase all functions, including electronic functions, of the property or equipment as necessary to prevent the property or equipment from producing indicators that the property or equipment, or a product generated by the property or

equipment, is property of the State of Alaska or is generated by a State of Alaska agency.

The Property Management Office compares property reported as available on "Inter-Departmental Property Transfer Authorization and Report" forms to the "Department Want List" it maintains on behalf of state agencies to determine whether it is in the state's best interest to transfer the excess property or to sell it. The reuse of excess property by other state agencies is the Property Management Office's highest priority. The Property Management Office may recommend that the excessing department transfer property directly to another state agency, rather than to the Anchorage or Juneau warehouse.

When a department is instructed to deliver property to a warehouse, a delivery appointment must be made.

Items received at the warehouses are available to state agencies at no cost or to the general public at fair market value.

5-2. Hazardous Materials

The Property Management Office does not assume responsibility for hazardous or toxic materials, including such materials which may be part of a state building. The surplus warehouses will not accept such materials from departments.

The Property Management Office does not accept paint, oil, batteries, solvents, asbestos, cleaning agents, flammable materials, toxic materials, explosives, or other types of hazardous materials.

Contact the United States Environmental Protection Agency, Alaska Department of Environmental Conservation, or local municipalities for a list of hazardous materials and proper treatment, storage, and disposal of hazardous materials.

5-3. Mandatory Transfer

The Property Management Office may initiate a mandatory transfer when it becomes apparent that an agency possesses items that appear to be in excess of existing needs and a need exists in another agency. A Report of Apparent Excess, prepared by the Property Management Office, provides notice to the Department Property Officer that a mandatory transfer is being considered and offers the Property Officer who desires to retain the property an opportunity to offer information concerning the need for it.

5-4. Sales

The Property Management Office uses three primary methods to offer excess marketable property to the general public:

- weekly surplus sales barn (Anchorage & Juneau)
- online auction site
- fixed price sales or negotiated sales

Weekly Surplus Sales Barn (Anchorage & Juneau): Sales are conducted weekly, usually on Wednesday, at the Anchorage and Juneau warehouses. Items for sale include excess property in less than "fair" condition and items in fair or better condition.

Online Auction Site: Sales are conducted via online auction services. This auction method saves the state time and money by allowing state agencies to keep excess property on-site until the property is sold or a decision is made by the Property Management Office for transfer or disposal (if the property does not sell) of the excess property.

Fixed Price Sales or Negotiated Sales: Fixed price sales are a "stand-alone" sale process conducted for a specific time which requires a reimbursement or for which the price has been fixed by % of value. A department with excess property which it knows to be of use to a non-profit organization or to another government agency may submit a property sale memo requesting that the property be sold to a particular recipient.

The property sale request memo must include:

1. equipment description including property control numbers and/or serial numbers;
2. equipment condition and current estimated value;
3. statement as to why it is in the state's best interest to sell the property and significant program impacts (if any) should the sale be denied;
4. name and contact information of organization accepting/purchasing the property.

A proposed sale request memorandum is initiated by the Property Custodian, approved by the Department Property Officer and submitted to the Property Management Office.

Other state agencies' needs will take priority over this type of request, but in the absence of such need, the Property Management Office will contact the recipient named by the department and attempt to negotiate a sale of the property. Once a negotiated sale is final, the Property Management Office will issue a Notice of Award.

The Property Management Office can elect to donate the property if such a transfer assists the state or the property will be of greater benefit to the organization. Departments that want to donate excess property to a non-profit organization or to another government agency versus a negotiated sale, must submit a donation request memorandum.

The donation request memo must include:

1. equipment description including property control numbers and/or serial numbers;
2. equipment condition and current estimated value;
3. statement as to why it is in the state's best interest to donate the property and significant program impacts (if any) should the donation be denied;

4. name and contact information of organization accepting the property.

A proposed donation request memorandum is initiated by the Property Custodian, approved by the Department Property Officer and submitted to the Property Management Office.

The Property Manager will update the Property Control System reflecting the negotiated sale or donation for the property items identified on the memorandum.

The Chief Procurement Officer has the authority to approve other sale methods as deemed appropriate and in the best interest of the state.

5-5. Restrictions on Who Can Purchase

A state employee and family members residing with the employee are not eligible to bid on a surplus sale item if any one of the following applies:

- a. The employee is directly involved in the operation or policy making of the Property Management Office.
- b. The employee is directly involved at any level in the decision making process which ultimately resulted in the item(s) being sold. Under these circumstances, the employee may not make an agreement with another person to purchase the items for the employee. The employee may bid on other items in which the employee had no part in the excessing process or decision making.
- c. The employee is declared ineligible to bid by the employee's department, for whatever reasons the department makes such declaration. It is the employee's responsibility to confirm his/her eligibility prior to bidding.

The Executive Branch Ethics Act (AS 39.52) provides ethical guidelines for state employees.

The Department of Administration cannot confirm any employee's eligibility to bid. In the event of any investigation resulting from complaints or questions regarding sale results, each bidder bears sole responsibility for his/her actions.

Under AS 39.52, a system of designated supervisors is established to provide employees with a source of assistance when they have questions about actions they contemplate which might be restricted by the Executive Branch Ethics Act.

SECTION 6: ANNUAL INVENTORY

Alaska statutes (AS 37.05.160) require the Department of Administration to direct state agencies in the use of inventory records based on a physical inventory. The Department of Administration may require that state agencies submit annual inventory reports.

The Department Property Officer has responsibility for planning and supervising the physical inventory, consistent with the record keeping required by the Property Management Office.

Department Property Officers can generate inventory reports through the Property Control System. Items on the current inventory report must be located and the information on file verified or corrected. Information to be verified includes property control number, serial number, and identifying information. Items that are found but do not appear on the list should be noted on Form 02-623, "Property Control Data Collection Form" and added to the Property Control System. Form 02-627, "Lost-Stolen-Damaged Property Review" should be prepared for any items that cannot be located. An inventory change memorandum is required and shall be submitted to the Property Manager for review for any inventory changes. The Physical Inventory Procedures Guide lists the information required in the memorandum.

The Physical Inventory Procedures Guide contains detailed information concerning the conduct of the annual inventory.

SECTION 7: MISCELLANEOUS PROVISIONS

7-1. Turn-In Procedures

The Anchorage and Juneau surplus warehouses have limited space and limited staff to handle property which is being turned-in by state agencies. Departments should make an appointment for delivering property which has been designated for the warehouse.

Faxing a copy of Form 02-622, "Inter-Departmental Property Transfer Authorization and Report" when arranging the appointment will assure that the necessary staff and equipment is available to handle the incoming items. Departments with large amounts of property should make an appointment well in advance.

7-2. Confiscated Property

Property which has been unclaimed, seized, or confiscated which appears to have been abandoned or lost on the premises of a state agency must be treated differently than state-owned property.

The acceptable method of disposing of unclaimed, seized, or confiscated property will depend upon the state law under which it was acquired when the agency took possession of it. A variety of laws may apply.

In most instances unclaimed, seized, or confiscated property is required to be sold by public auction. Specific public notice requirements apply in some cases. With others, it may not be clear that the state has the authority to dispose of the item.

The Department of Public Safety has developed detailed evidence handling procedures for the inventory, safekeeping, and control of property held in their possession.

Departments in possession of similar types of property, other than animal furs, skins, or specimens, should use Form 02-622, "Inter-Departmental Property Transfer Authorization and

Report" to advise the Property Management Office about the property and the statutory provisions the Department knows to be applicable. **All statutory references and any court documents which authorize disposal must be included.**

The Department of Fish and Game has statutory authority for all furs, skins, and specimens the state is entitled to own (AS 16.05.100 -.110). Department of Fish and Game determines whether such items are sold or disposed of in some other manner. Direct questions to the Department of Fish and Game.

Lost and Found Property – Department of Transportation and Public Facilities: Property left at Department of Transportation and Public Facilities facilities such as Marine Highway Terminals and International airports is handled with procedures outlined in section 7-2 of the *Property Control Manual*.

7-3. Firearms

The Department of Public Safety, Supply Office in Anchorage is responsible for the final disposition of all firearms. The Supply Office will assign an individual as a Firearm Property Custodian. The Supply Office will take custody of all firearms from evidence custodians, investigative officers, and other state agencies. Form 02-622, "Inter-Departmental Property Transfer Authorization and Report" identifying the firearm serial number(s) and other identifying information must accompany all firearms received from non-Department of Public Safety employees. The Firearm Property Custodian will verify the accuracy of the serial number(s) before accepting the firearm(s).

7-4. Disposal of Excess Buildings

Buildings may be transferred within a department upon approval of the Department Commissioner. Disposal of excess buildings rests with the Department of Administration. An excess building remains the responsibility of the excessing department until disposal is complete or the building is transferred to another state agency. State executive branch needs for an excess building will take priority over any sale. Excess buildings are reported to the Property Management Office on Form 02-656, "Notice of Excess Building Form." After the Property Management Office has receipt of the Notice of Excess Building Form(s), this information will be sent to the Department of Administration, Leasing and Facilities section for review and determination of whether a need for the excess building(s) exists with another state agency. Buildings which are located on state-owned land must also be reported to the Department of Natural Resources, Division of Mining, Land and Water.

Additional information about excess buildings can be found in section 7-4 of the *Property Control Manual*. Questions should be directed to the Property Management Office.

SECTION 8: TELECOMMUNICATIONS EQUIPMENT

This section is pending information from ETS and will be updated at a later date.

Note: For any questions regarding telecommunication equipment property transactions, please contact the Property Manager.

SECTION 9: OFFICIAL USE VEHICLES AND EQUIPMENT

The Department of Transportation and Public Facilities, State Equipment Fleet, is responsible for the management of official use vehicles and equipment. State Equipment Fleet maintains the central vehicle computer file, the central title file, and issues state license plates.

State Equipment Fleet also coordinates the physical inventory of vehicles and the excessing (surplus) process including damage reports and cannibalization requests. Official use vehicles include all state owned:

- on and off highway vehicles;
- heavy construction equipment and attachments;
- trailers;
- other tow-type units.

Additional information about official use vehicles can be found in section 9 of the *Property Control Manual*. Questions should be directed to the State Equipment Fleet.

SECTION 10: PROPERTY MANAGEMENT FORMS

The six property management forms are described in this section with instructions. The first four are used extensively by the Property Management Office and must be used by departments. Use of the other two forms is discretionary with departments.

Mandatory-use Forms:

"TAR" - Inter-Departmental Property Transfer Authorization and Report - Form 02-622

Used for excessing and transferring property between departments (except buildings)

"LSD" - Lost-Stolen-Damaged Property Review - Form 02-627

Used to report lost or stolen property and damage or destruction caused by accident or vandalism

"PSD" - Property Salvage/Destruction Request - Form 02-610

Request approval for the salvage or destruction of property which has no further useful life or value

Notice of Excess Building Form - Form 02-656

Used to report excess buildings

Questions on how to complete mandatory use forms should be directed to the Property Management Office.

Discretionary-use Forms:**Property Control Data Collection Form - Form 02-623**

Used by departments to record property transactions

Property Receipt (See Section 3-3) - Form 02-657

Documents temporary property loans between state agencies; used by some state agencies to record property issued to seasonal or permanent personnel

Note: The use of electronic property forms is permitted providing no changes are made to the content of mandatory use forms. Departments are responsible for assigning the numbers used on electronic property forms. Electronic copies of the mandatory-use forms can be downloaded from the Division of General Services, Property website at the following link:

<http://doa.alaska.gov/dgs/property/>

SECTION 11. FEDERAL SURPLUS PROPERTY PROGRAM

State agencies and other qualified entities can take advantage of the cost savings to be found through the re-use of federal property that is no longer needed by the federal government. The Property Management Office manages all federal surplus property transactions in Alaska.

11-1. Overview

The Property Management Office administers a self-supporting Federal Surplus Property Donation program in accordance with Public Law 94-519 and the Alaska State Plan of Operations. In Alaska, federal surplus property includes but is not limited to:

- gym equipment
- musical instruments
- hardware, tools, and equipment
- building materials
- motorized vehicles and heavy equipment
- marine equipment and vessels
- aviation equipment and aircraft

Surplus federal property within Alaska and from areas worldwide is available to you through the Property Management Office, which is the only Alaska agency authorized by the U.S.

General Services Administration to handle such transfers.

Your ability to acquire federal property is possible because the Property Management Office maintains agreements to operate the Alaska Federal Surplus Property Program in compliance with federal law and a State Plan of Operation. The Property Management Office's responsibilities under those agreements include marketing to increase participation, training to help you locate and obtain property, and monitoring to assure use of federal property complies with federal regulations.

As part of its duties with respect to federal surplus property, the Property Management Office screens, receives, and re-issues the federal property for a nominal service fee. Eligible organizations and activities of federal surplus property include: State and public agencies, certain non-profit organizations, public airports, and certain educational activities of special interest to the armed services.

If you know of a qualified entity with a need for federal surplus property, please encourage the organization to request an application form. If your agency needs particular items, please let the Property Management Office know so we may include your request on the "Department Want List."

A copy of the federal application for eligibility can be downloaded from the Division of General Services, Property website at the following link:

<http://doa.alaska.gov/dgs/property/federal1.html>

11-2. Frequently Asked Questions

What is the Federal Property Assistance Program?

The Federal Property Assistance Program is a program which acquires, warehouses, and distributes surplus federal property to state and local government agencies, non-profit health and educational organizations, public airports, and certain educational activity groups. The program saves taxpayer dollars by enabling state, public, and non-profit agencies to purchase and reutilize federal government surplus property for nominal fees.

The Federal Property Assistance Program was created by Congress in 1949 with the enactment of Public Law 94-519. The law enables property items to be donated to agencies which meet eligibility criteria. Property items are serviceable goods, materials and equipment which the federal government has determined it no longer needs. As part of the Act (94-519), state governments are delegated the responsibility for administering this program through their individual state's "Plan of Operation."

The State of Alaska is pleased to be a part of this valuable service which enables us to receive, warehouse and distribute surplus property to qualifying organizations.

Who is eligible?

Eligible organizations and activities of federal surplus property include: state and public agencies, certain non-profit organizations (educational and public health), public programs for the elderly, public airports, and certain educational activities of special interest to the armed services.

Where does the property come from?

Representatives of our state agency visit U.S. Government installations to select property that is available for donation. Most of our property comes from military bases and federal offices located in Alaska. Our property screeners also have access to federal property worldwide through various posting systems including the internet.

What property is available and how do we find out about it?

Property that may be available includes but is not limited to: gym equipment, musical instruments, hardware, tools and equipment, building materials, motorized vehicles, heavy equipment, marine equipment and vessels, and aviation equipment and aircraft.

Participating organizations are welcome and encouraged to visit our warehouse often. We encourage the use of the federal property want list so we can search for available property that meets your needs. Another way we notify agencies is by Special Notice. These notices are used to inform participants of property that is available outside the normal avenues. Notices are sent to agencies who are in the same geographic region as the property and to those agencies that have expressed an interest in property of the type available.

Screeners' cards are available to enable participants to screen property for themselves. Persons holding a screener's card may go directly to the Federal agency and inspect property. This may be especially advantageous to participants outside the Anchorage area where Federal facilities exist.

Are there any costs associated with this program?

Yes. Service and handling charges are placed on all property which is distributed by this agency. The fees are based on total expenses in acquiring, transporting, warehousing, and transferring the property, but are equalized by fair market value and other contributing factors.

Are there restrictions on the use of federal surplus property?

- U.S. federal property must be **placed in use for the purposes for which donated within 12 months** of donation.
- Property must be **used for a minimum 12 month period** from the date it is placed into use.
- The property **cannot be sold, loaned, traded, or torn down for parts** during the

restricted minimum use period without prior permission from the Property Management Office.

- Property valued at **\$5,000 or greater and any passenger motor vehicle has a restriction period of 18 months**. Aircraft and vessels (50' or more in length) **have an extended restriction period of 60 months or more**.
- Federal equipment and supplies are **restricted to organizational use only** and cannot be bought for personal use.
- Failure to comply with these terms and conditions may require **payment to the government** for the value of the property.

End of Property Control Handbook